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| **Jamie Lee** |
| Envelope with solid fill | jamie.lee.2022@mwm.smu.edu.sg | Telephone with solid fill | +65 1234 5678  | linkedin - Burnaby Board of Trade | <https://www.linkedin.com/in/nameisjamiele>  |
| **EDUCATION** |
| **SINGAPORE MANAGEMENT UNIVERSITY** **MSc in Wealth Management** | **Jul 2022 - Jun 2023** |
| * GPA [include it if >3.4]; GMAT [include if >660]
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| **NATIONAL UNIVERSITY OF SINGAPORE** - Singapore**Bachelor of Science in Civil Engineering** | **Aug 2013 - Jul 2017** |
| * Honors/Academic recognition (Cum Laude, First Class honors, scholarships, awards) [optional]
* Concentration in Construction Management [optional]
* Exchange programme at University of Toronto, Canada (Jan – Apr 2016)
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| **EXPERIENCE** |
| **CURRENT EMPLOYER NAME –** Singapore **Aug 2023 - Present**[Optional] *Company descriptor here in italics to describe unfamiliar companies - keep to 1 line***Position Title4*** Use present tense verb here since you are still performing the role
* Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for… or Assisted with…
* Be succinct and specific when describing your achievements and roles; use measurable results where possible
* Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements

**PREVIOUS EMPLOYER NAME** – city, country **Jul 2017 – Jul 2022****Position Title3** (Jul 2019 – Aug 2022)* Money is denoted as $1K, $1M, $1B.
* Use past tense for previous jobs and internships
* Showcase your achievements and transferable skills/strengths that are most relevant to the job you’re applying for. This section should not simply look like a JD. Employers really want to know how good you were at your job.
* Minimise technical jargon and technical accomplishments – focus on the business implications of projects (leadership, team building, project management, problem-solving)
* Check to make sure you are using consistent font (Calibri) and pitch throughout the resume

**Position Title2** (Aug 2018 – Jul 2019)* Start with a past tense verb, Include specific actions and measurable results
* Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for… or Assisted with…

**Position Title1** (Jul 2017 – Jul 2018)* Showcase your achievements and transferable skills/strengths that are relevant to the position and/or industry you are looking to pursue
* Do not use acronyms that reader is likely to be unfamiliar

**PREVIOUS EMPLOYER NAME** – City, Country **May 2016 – Jul 2016****Analyst, Intern*** Include entrepreneurial, internships, part-time experience if necessary; your coach will advise whether it’s relevant
* Full-stops are not necessary at the end of each bullet point
* Keep your resume to one pager in length and only upload PDF version to OnTRAC portal and for job applications
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| **ADDITIONAL** |
| * Employer and/or SMU organizations and Professional certifications (CPA, CFA, CACS, FRM); Professional association memberships
* Technical Skills: e.g. Python; R; SPSS, RPA
* Language fluency: English (fluent); Mandarin (native); Conversational: French, Italian, German
* Volunteer service or unique personal achievements (YYYY)
* Work Authorization: [List all that apply] Singapore, China, USA
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